

TM-2 PREPARER COURSE
USING NASA'S TRAVEL MANAGER SYSTEM
CREATE A VOUCHER FROM AUTHORIZATION

This document covers the steps to create a voucher from an authorization.

Trip Information

Expenses

Taxi from airport 03/26/02 – \$15.00.

Tip for taxi ride from airport 03/26/02 – \$2.00.

One phone call home 03/26/02 - \$5.00.

Taxi for local transportation at TDY 03/27/02 - \$30.00.

Tip for taxi 03/27/02 – \$4.00.

Taxi to airport 03/30/02 – \$15.00.

Tip for taxi ride to airport 03/30/02 – \$2.00.

NOTE

If actuals or a registration fee need to be claimed on a voucher and were not approved on the authorization then additional approvals are required for full reimbursement.

The Preparer must amend the authorization to include the actuals or registration fee and include the 'Other Authorization' information as necessary. If this process is started while the Traveler is 'on travel' the amended authorization will be completed by the Traveler's return and creating the voucher can be accomplished in a timely manner.

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A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Processing Toolbar on the left side of the page. The **New Document** page will be displayed, as shown below.

2. Select **Voucher From Authorization** from the **Document Type** pull down list.

NOTE

Select Voucher from Authorization to take advantage of system capability to draw information from the authorization.

3. Click in the **Document Name** field.
4. The **Traveler Listing (Voucher from Authorization)** page is displayed.

5. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the Traveler (or a portion of the name). Click the **Search** button, beside the **Last Name** field.

6. The **Traveler Listing (Voucher from Authorization)** page will be displayed with a list of Travelers. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of travelers.

Setup Reports Logout Help

User: Susie Smith
Traveler:

Traveler Listing (Voucher from Authorization)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name:

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	ID
Doe, John	240-00-0001

7. Click the **Name** link of the desired traveler in the **Traveler List** area on the left side of the page. A list of authorization documents will be displayed in the **Document List** in the **Document Search (Voucher from Authorization)** area on the right.

Setup Reports Logout Help

User: Susie Smith
Traveler:

Traveler Listing (Voucher from Authorization)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name:

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)


Name	ID
Doe, John	240-00-0001

Document Search (Voucher from Authorization)

Document List Click on an entry to select it

Traveler: John Doe

Type	Document Name	Dep Date	Status	In Use
Authorization	24-XX032602JD	03/26/02	SIGNED	

8. Click the **Document** icon  next to the desired authorization from the list. The **New Voucher From Authorization** page will be displayed.

NOTE

A document is edit locked when an asterisk () is displayed in the In Use column on the right side of the list. The document cannot be selected until the edit lock has been removed. The user that caused the edit lock or the Center Administrator can remove the edit lock.*

Setup Reports Logout Help

User: Susie Smith
Traveler:

New Voucher from Authorization

Quick Tip
To select a traveler, click on the SSN or Traveler Name lookup button. Enter the Document name as: Center ID-(hyphen) Organization Code MM-DD (month-day to begin travel) State, City, or Country of destination.

Document Type:

Document Name:

SSN:


Traveler Name:

For this Document you can:

to Travel Manager

this Document

this Document

9. Click the **Create**  **this Document** button in the 'For this Document you can:' area in the top right. The **Itinerary Information** page will be displayed with the data that was entered on the authorization.

B. ITINERARY

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Setup Reports Logout Help

User:
Susan Smith
Traveler:
John Doe
Voucher: 24-XX032602JD

Document Preparation

For this Document you can:
Save Itinerary
Back Continue

Quick Tip
The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your itinerary before continuing.

Itinerary Information for 24-XX032602JD

Trip Information

Travel Authorization Number: [Field]
Purpose: TRAINING
Description: 5 Days training in Montgomery, AL
Auth Date: 07/13/2002
Type: SINGLE
Trip No: 1

Departure and Return Information

Begin Travel: 03/26/2002
End Travel: 03/30/2002
Depart: RES: Rosamond, CA
Return: RES: Rosamond, CA
Depart Selection: RES: Rosamond, CA
Return Selection: RES: Rosamond, CA
Trip Duration: Multiple days
Comments: Voucher due 5 days after completion of your trip
Preset

Per Diem Locations


☐ Replace ALL lodging and M&IE information on this document. Add Location

Edit/Delete	Arrival Date	Location	Departure Date
	03/26/02	MONTGOMERY, AL	03/30/02


1. Review and make any necessary changes to the itinerary page.

NOTE

If Itinerary Per Diem locations change or dates change by more than 2 days from what was originally authorized, an amendment to the authorization is required prior to vouchering.

2. If the dates have changed, click on the checkbox to place a '✓' in the box next to **Replace ALL lodging and M&IE information on this document** in the **Per Diem Locations** area at the bottom of the page. Travel Manager will recalculate the Lodging and M&IE on the amendment to the voucher.
3. Click the  **Itinerary** button, in the 'For this Document you can:' area in the top right, to save the document to the database.

NOTE

*It is important to click the  **Itinerary** button, in the 'For this Document you can:' area in the top right, prior to clicking on any other button or link. Data may be lost if it is not clicked before going to other pages in the document.*

4. Click the  button in the 'For this Document you can:' area in the top right. The **Ticketed Transportation** page will be displayed.

C. TICKETED TRANSPORTATION

Setup Reports Logout Help Document Preparation

User: Susie Smith
 Traveler: John Doe
 Voucher: 24-XX032602JD
 • Document Summary
 • Trip Number
 • Traveler

Ticketed Transportation for Voucher 24-XX032602JD

Quick Tip
 To enter ticket information, click Add. Previously entered ticket information can be edited with the (Pencil icon) or deleted with the (X icon).

For this Document you can:
 Add Ticket
 Back Continue

Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
See Itinerary 1	03/26/02	AIR	350.00					no

- Review and make any necessary changes to the ticketed transportation.
 - Click the **Pencil** icon to edit Ticketed Transportation records for modifications.
 - Click the **X** icon to delete Ticketed Transportation records.
 - Click the **Add Ticket** button, in the 'For this Document you can:' area in the top right, to add another ticket to the document.
- Click the **Continue** button, in the 'For this Document you can:' area in the top right, to continue processing the voucher. The **Expense Entry** page will be displayed.

D. EXPENSES

Expense Entry for 24-XX032602JD

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

For this Document you can:

- Use Quick Expense
- Use Foreign Calculator
- Lookup Credit Card Expenses

Save | Current Expense
Done | Entering Expenses
Back | Continue

Copy Through Date: []

Cost Options

☐ Reimbursable
☐ Taxable

Expense Category: []
Print Method: []

Current Expenses

Action	Date	Expense	Amount
	03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
	03/26/2002	TAXI	20.00
	03/26/2002	TAXI	15.00
	03/27/2002	TAXI	30.00
	03/30/2002	TAXI	15.00




Total: 85.00


1. Review and add or make any necessary changes to the expenses.
 - a. Click the **Pencil** icon to edit any **Current Expenses** records for modifications.
 - b. Click the **X** icon to delete any **Current Expenses** records.
1. Select the expense(s) from the **Expense Type** drop down list to add an expense.

NOTE

A refresh will be done after each expense is selected. The system will fill the appropriate fields with data for the expense.

- a. Select **Taxi** from the **Expense Type** pull down list.
 - i. Note the date has been pre-filled with the first day of the trip. Leave the date as **03/26/02**.
 - ii. Click in the **Cost** field and enter **15.00**.
 - iii. Click in the **Comments** field. Enter "**From airport at TDY**".
 - iv. Click the **Current Expense** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will be reset. The saved expense will be listed under the **Current Expenses** area at the bottom of the page.
- b. Select **PERSONAL CALLS - DOMESTIC** from the **Expense Type** pull down list.
 - i. Leave the date at **03/26/02**.

- ii. Click in the **Cost** field and enter **\$5.00**.
- iii. Click the  **Current Expense** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will be reset. The saved expense will be listed under the **Current Expenses** area at the bottom of the page.
- c. Select **Taxi** from the **Expense Type** pull down list.
 - i. Click in the **Date** field and change the date to **03/27/02**.
 - ii. Click in the **Cost** field and enter **\$30.00**.
 - iii. Click in the **Comments** field. Enter "**Taxi at TDY**".
 - iv. Click the  **Current Expense** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will be reset. The saved expense will be listed under the **Current Expenses** area of the page.
- d. Select **Taxi** from the **Expense Type** pull down list.
 - i. Click in the **Date** field and change the date to **03/30/02**.
 - ii. Click in the **Cost** field and enter **15.00**.
 - iii. Click in the **Comments** field. Enter "**To airport at TDY**".
 - iv. Click the  **Current Expense** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will be reset. The saved expense will be listed under the **Current Expenses** area of the page.


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Setup Reports Logout Help


User: Susan Smith
Traveler: John Doe
Voucher: 24-XX032602JD


Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Expense Entry for 24-XX032602JD

 **Quick Tip**
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date  03/26/02 (mm/dd/yyyy)


Expense Type 

Expense Description 

Miles Traveled

Rate Selection





Rate

Cost 

Comments

For this Document you can:

[Use Quick Expense](#)
[Use Foreign Calculator](#)
[Lookup Credit Card Expenses](#)











 Current Expense
 Entering Expenses
 

Copy Through Date

Cost Options



☐ Reimbursable
☐ Taxable

Expense Category
Pmt Method

Action	Date	Expense	Amount
 	03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
 	03/26/2002	TAXI	20.00
 	03/26/2002	TAXI	15.00
 	03/27/2002	TAXI	30.00
 	03/30/2002	TAXI	15.00

Total: 85.00

NOTE

If the  **Entering Expenses** button, in the 'For this Document you can:' area in the top right, is clicked instead of the  **Current Expense** button the **Document Summary** page will be displayed.

The following expenses must be further described by adding comments, in order for the costs to be expensed correctly.

Rental Car *If some of the miles were for personal use, enter the number of personal miles driven and the word 'personal' in the **Comments** field. All other miles driven will be assumed official miles.*

Parking *Enter the type of parking in the **Comments** field. Parking expenses are for parking at the airport, TDY site, or at the place of lodging. If more than one type of parking occurred during travel, each type must be entered as a separate expense with an appropriate comment.*

Taxi *Enter the type of taxi taken in the **Comments** field. Taxi expenses are to and from the airport and/or at the TDY site. If a taxi is used for both airport transportation and at the TDY, separate expense entries must be made with the appropriate comment for each.*

3. Click on the **Use Quick Expense** link, in the 'For this Document you can:' area in the top right, to add expenses quickly. The **Quick Expense Entry** page will be displayed.

E. QUICK EXPENSE ENTRY

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Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Voucher: 24-XX032602JD

Document Preparation

Quick Expense Entry for 24-XX032602JD

Quick Tip
Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Save Expenses
Done Entering Expenses

Quick Expense Entry

#	Date	Expense Type	Miles	Rate	Cost
1	03/26/02				
2	03/26/02				
3	03/26/02				
4	03/26/02				
5	03/26/02				
6	03/26/02				
7	03/26/02				




Current Expenses

Action	Date	Expense	Amount
	03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
	03/26/2002	TAXI	20.00
	03/26/2002	TAXI	15.00
	03/27/2002	TAXI	30.00
	03/30/2002	TAXI	15.00

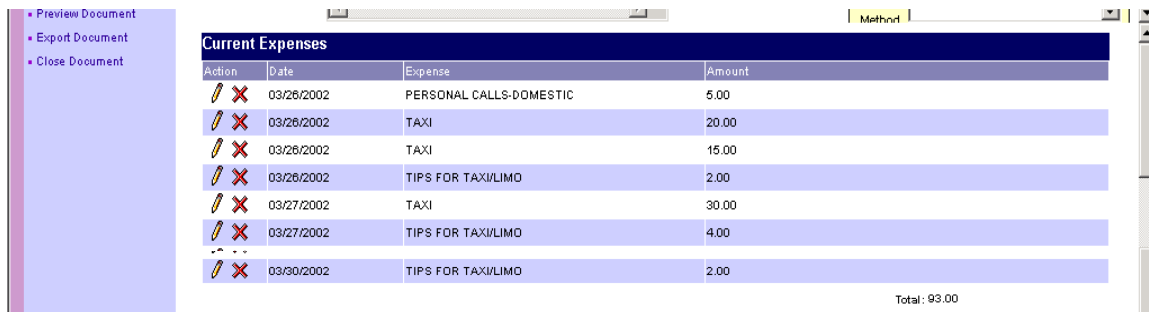
Total: 95.00














NOTE



Use Quick Expense to ADD expenses. Do not use Quick Expense to modify expenses.

- The page is divided in half. Each half is scrollable.
- The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document. The following exercise is to add the tips for the taxi rides that were entered in the **Expense Entry** page.
- On row 1, review the date to be sure it is **03/26/02**.
 - Select **Tips for Taxi/Limo** from the **Expense Type** pull down list.
 - Click in the **Cost** field and enter **2.00**.
 - On row 1, click the **Copy Expense** icon  to copy the expense from row 1 to row 2. Notice the information has been copied to row 2.
- On row 2, click the **Calendar** icon  next to the **Date** field and select the day the expense was incurred, **03/30/02**. The date can also be modified in the **Date** field.
 - On row 2, click the **Copy Expense** icon  to copy the expense from row 1 to row 3.
- On row 3, click in the **Date** field and change the date to **03/27/02**.

- a. Click in the **Cost** field and enter **4.00**.
 - b. Click the **Save Expenses** button, in the 'For this Document you can:' area in the top right, to save the information.
6. The three **Tip for Taxi/Limo** expenses will be displayed in the **Current Expenses** area at the bottom of the screen.

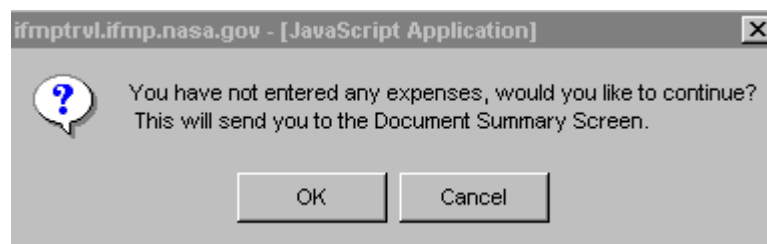


Action	Date	Expense	Amount
 	03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
 	03/26/2002	TAXI	20.00
 	03/26/2002	TAXI	15.00
 	03/26/2002	TIPS FOR TAXI/LIMO	2.00
 	03/27/2002	TAXI	30.00
 	03/27/2002	TIPS FOR TAXI/LIMO	4.00
 	03/30/2002	TIPS FOR TAXI/LIMO	2.00
			Total: 93.00

7. Review and make any necessary changes to the expenses.
 - a. Click the **Pencil** icon  to edit any records for modifications.
 - b. Click the **X** icon  to delete any expense records.
8. Click the **Save Expenses** button, in the 'For this Document you can:' area in the top right, to save the information.

NOTE

*If after saving the expenses by clicking the **Done** **Entering Expenses** button, a pop-up window is displayed stating that there are no expenses, click **OK** in the pop-up window and the **Document Summary** page will be displayed. Click **Cancel** in the pop-up window to return to the Quick Expense Entry page.*



9. Click the **Lodging/M&IE** link on the Document Processing Toolbar on the left side of the screen.

F. LODGING/M&IE

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Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Voucher: 24-XX032602JD

Document Preparation

Lodging/M&IE for 24-XX032602JD

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Delete All | Lodging and M&IE expenses
Back | Continue

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
03/26/02			0.00	0.00	28.50	61 / 38					
03/27/02			0.00	0.00	38.00	61 / 38					
03/28/02			0.00	0.00	38.00	61 / 38					
03/29/02			0.00	0.00	38.00	61 / 38					
03/30/02			0.00	0.00	28.50	61 / 38					

- Lodging costs are zero on the voucher unless actuals or overrides were entered on the authorization.
 - To reset all actuals or overrides that were entered on the authorization back to the per diem rates click the **Delete All** **Lodging and M&IE expenses** button, in the 'For this Document you can:' area in the top right, if actuals or overrides were not incurred during the trip.
 - The **Continue** button, in the 'For this Document you can:' area in the top right, goes to the **Available Accounting Code** page.
 - The **Back** button, in the 'For this Document you can:' area in the top right, returns to the **Expenses Entry** page.
 - To delete a specific Lodging/M&IE record, click the **Delete** icon of the desired record. The lodging costs will be zeroed rather than reset.
 - To copy lodging costs from one line to the lines below, use the **Replicate** icon .
 - Use the **Pencil** icon to edit the **Lodging/M&IE** records. The **Update Lodging and M&IE Expenses** page will be displayed, corrections can be made on this page.
- Click on the **Pencil** icon of the first Lodging/M&IE record to be edited/modified. The **Update Lodging and M&IE Expenses** page will be displayed.

NOTE

Lodging taxes are not included under Lodging. They are added on the expense entry page.

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Setup Reports Logout Help

User: Susan Smith

Traveler: John Doe

Voucher: 24-XX032602JD

Document Summary

Trip Number

Traveler

Itinerary

Ticketed Trans

Expenses

Lodging/M&IE

Accounting

Totals

Comments

Document Status

Perform Pre-Audits

Preview Document

Export Document

Close Document

Update Lodging and M&IE Expenses for 24-XX032602JD (03/26/02)

Quick Tip
For this lodging day, you can edit specific actuals, leave data, meals provided status, lodging amount, and if desired apply these changes forward using the apply through tool.

For this document you can

Next Expense

Save Expense Changes

Override Lodging and M&IE

Close Without Saving Changes

Apply Through Date: 03/26/02

Lodging

Per Diem Rate: 61 / 38

Lodging: 0.00 Options

Conference Allowance

☐ Conference Allowance Conf Info

Conference Rate:

Actuals

☐ Lodging Limit: 0.00

☐ Meals

Breakfast: 0.00

Lunch: 0.00

Dinner: 0.00

Incidentals: 0.00

Leave Data

☒ None

☐ Annual

☐ Other

Hours: 0

Meals Provided

☐ Breakfast

☐ Lunch

☐ Dinner

3. All changes made to the **Update Lodging and M&IE Expenses** record can be applied to any or all records from the date displayed by changing the **Apply Through Date** value below the 'For this Document you can:' area in the top right. The changes made on the displayed day will be made to all days through the date entered. **Note: If information is changed for each individual day, the changes will need to be entered twice for the changes to take effect. This is a Gelco glitch and we are currently working with them to alleviate this situation.**

- a. To override any Lodging and/or M&IE costs, click the **Override** **Lodging and M&IE** button in the 'For this Document you can:' area in the top right. This is used for extended travel that is greater than 30 days.
- b. Actuals may be entered by clicking in the **Lodging and/or Meals** check boxes within the **Actuals** area of the **Update Lodging and M&IE Expenses** page. Specific costs may be entered for meals and incidentals. The lodging actuals amount should be entered in the **Lodging** field within the **Lodging** area.

NOTE




If actuals are requested on the Voucher and were not identified on the authorization, the Preparer must create an amendment to the authorization.

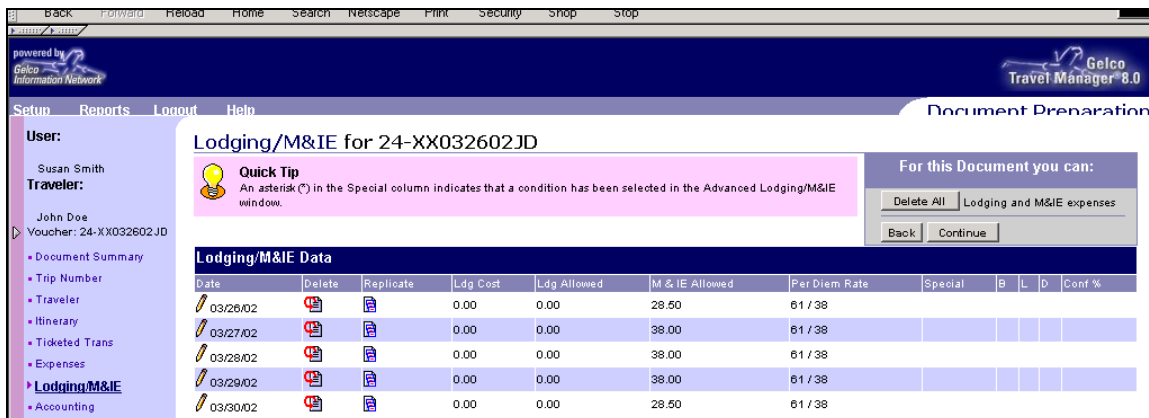
- c. If leave is taken during the travel period, it can be indicated in the **Leave Data** area. The number of leave hours will default to what has been set for the traveler. If 4 hours or more of leave is taken, the meals and lodging costs will be deducted from

that day's expenses. (** If exactly 4 hours are taken, enter 4.01 in the leave data hours field. Regulations have changed, and this must be done for Travel Manager to calculate properly. Otherwise enter the amount of hours taken.**)

NOTE

Annual leave days cannot exceed the number of business days at the TDY sites unless approved in writing by Center Director.

- d. If the traveler does not pay for a meal, the appropriate box should be marked to indicate the cost of the meal(s). Travel Manager will deduct the cost for the meal(s) for the date and location.
 - e.  **Expense** and  **Expense** buttons, in the 'For this Document you can:' area in the top right, will go forward to the next day or back to the previous day's Lodging and M&IE record.
4. Click in the **Lodging** field and enter **61.00**.
 5. Click on the **Apply Through Date** and enter **03/30/02**.
 6. Click the  **Expense Changes** button, in the 'For this Document you can:' area in the top right. The **Lodging/M&IE** page will be displayed again showing all lodging and/or M&IE changes made. Notice the last day has no lodging amount, as this is the return day.




Lodging/M&IE for 24-XX032602JD


Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Cont %
03/26/02			0.00	0.00	28.50	61 / 38					
03/27/02			0.00	0.00	38.00	61 / 38					
03/28/02			0.00	0.00	38.00	61 / 38					
03/29/02			0.00	0.00	38.00	61 / 38					
03/30/02			0.00	0.00	28.50	61 / 38					

7. After all changes are made, click the  **Continue** button, in the 'For this Document you can:' area in the top right, to continue processing the voucher. The **Available Accounting Codes** page will be displayed.

G. ACCOUNTING

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Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Voucher: 24-XX032602JD

Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Available Accounting Codes for 24-XX032602JD

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
Add New Accounting Code
Back Continue

Enter Search Criteria
Accounting Code Search Retrieve

Master Accounting Codes
Search Results Click Accounting Label to add to Document
Prev 10 Next 10

Organization	Label	Classification Code
24	24-FR2-32996000	3299600... 24. 2. 6. 93. FR. 000
24	24-FR2-09200000	0920000... 24. 2. 8. 00. RR. 000
24	24-XX2-09200ABC	0920000... 24. 2. 8. 00. XX. ABC

Accounting Codes for 24-XX032602JD Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24	24-XX2-09200ABC	0920000... 2121... 24. 2. 8. 00. XX. ABC	Extended


Edit X Delete

1. Review accounting code information.

NOTE

*All **Labels** for Accounting Codes begin with the Center ID (example 24) and a – (hyphen) followed by a 2 digit organization code (example FR) one digit year, hyphen, 3 digit UPN, 2 digit SYS, and 3 digit sub rad (example: 24-FR2-32996000). Accounting Codes will not be altered or added on a voucher.*

2. If the allocation between existing accounting codes needs revision (for example: increased registration fee), click the **Allocate** link to the right of the account code. The **Accounting Allocation Summary** page will be displayed.

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Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Voucher: 24-XX032602JD

Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Accounting Allocation Summary for 24-XX032602JD

Quick Tip
Expenses can be allocated by expense type, percent, date, expense category, or amount.

For this Document you can:
Close Allocation Screen

Accounting Allocation Summary





Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
24	24-RR2-09200000	0.00	0	*	Expense Category	Expense
24	24-XX2-09200ABC	614.00	0	*	Expense Category	Expense

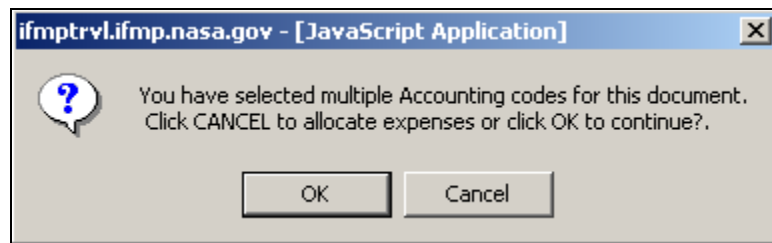
Expense Category Allocation Breakdown for '24-RR2.09200000'

Expense Category	Amount	Expense Category	Allocate by Amount
COM.CARRIER	0.00	COM.CARRIER	350.00
LODGING	0.00	LODGING	0.00
M&IE	0.00	M&IE	171.00
OTHER	0.00	OTHER	0.00
PERSON CALL	0.00	PERSON CALL	5.00
TAX/TIPS	0.00	TAX/TIPS	88.00

Expense Category Allocation Breakdown for '24-XX2.09200ABC'

Expense Category	Amount
COM.CARRIER	350.00
LODGING	0.00
M&IE	171.00
OTHER	0.00
PERSON CALL	5.00
TAX/TIPS	88.00

2. Review the funds distribution and make any necessary changes.
3. Click the  **Allocation Screen** button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed.
4. Click the  button, in the 'For this Document you can:' area in the top right, to continue processing the voucher. The **Total Details** page will be displayed.
5. If there are multiple Accounting codes for the document, the following pop-up message window displays as a reminder to allocate funds. Click the  button in the message window if the funds have been distributed to the proper accounting labels. Click the  button in the pop-up message window to return to the page to allocate.



H. TOTALS

powered by
Gelco
Information Network

Document Preparation

User:
Susan Smith
Traveler:
John Doe
Voucher: 24-XX032602JD

• Document Summary
• Trip Number
• Traveler
• Itinerary
• Ticketed Trans
• Expenses
• Lodging/M&IE
• Accounting
• **Totals**
• Comments
• Document Status
• Perform Pre-Audits
• Preview Document
• Export Document
• Close Document

Total Details for 24-XX032602JD

Quick Tip
If necessary, enter changes and click OK.

For this Document you can:
Calculate New Totals for Document
Back Continue

Total Expenses: 614.00
Non-reimbursable Expenses: 0.00
Total Amount Claimed: 614.00
Gov't Advance Outstanding: 0.00
Gov't Advance Applied: 0.00
Net to Traveler: 614.00
(Due Gov't if negative)
Expenses on Gov't Charge Card: 0.00
Add'l Gov't Charge Card Payment: 0.00
Total Gov't Charge Card Amount: 0.00
Pay to Gov't Charge Card: 0.00
Pay to Traveler: 614.00

Expense Category Details				
Trip	Expense Category	Organization	Account Label	Amount
1	COM.CARRIER	24	24-XX2-09200ABC	350.00
1	M&IE	24	24-XX2-09200ABC	171.00
1	PERSON CALL	24	24-XX2-09200ABC	5.00
1	TAXI/TIPS	24	24-XX2-09200ABC	88.00


1. Review the details of the expense categories and the net due the traveler.
2. Click the **Continue** button, in the 'For this Document you can:' area in the top right, to continue processing the voucher. The **Comments** page will be displayed.

I. COMMENTS

The screenshot shows the 'Document Preparation' window. On the left, a sidebar lists user information (Susie Smith, John Doe) and voucher details (Voucher: 24-XX032602JD). The main area is titled 'Comments for 24-XX032602JD'. It features a 'Quick Tip' box explaining that preset comments are inserted into the comments field. Below this is a 'Comments' text area containing the text 'Voucher due 5 days after completion of your trip'. On the right, a 'For this Document you can:' section contains buttons for 'Apply' (Preset Comments), 'Save' (Comments), 'Back', 'Continue', and 'Close' (without Saving Comments).

1. Review and make any necessary changes to the comments. Identify any changes to the expenses that were authorized, not the regular expected expenses that are being added to the Voucher.
2. The comments assist the approvers and auditors in processing the voucher.

NOTE

The  **Preset Comments** button, in the 'For this Document you can:' area in the top right, will delete any comments that are in the field.

3. Click the  button, in the 'For this Document you can:' area in the top right, to continue processing the voucher. The **Status** page will be displayed.

J. DOCUMENT STATUS

Setup Reports Logout Help Document Preparation

User: Susie Smith
Traveler: John Doe
Voucher: 24-XX032602JD

- Document Summary
- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status**
- Perform Doc. Audit

Status for 24-XX032602JD

Quick Tip
The Signature PIN is case sensitive

For this Document you can:
Stamp and Submit Document
Back **Continue**

Status to Apply: SIGNED
Signature PIN:
Remarks:

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Doe, John	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
06/30/02 10:59AM PST	CREATED	Susie Smith	

1. Review the status of the voucher. Notice the default **Status to Apply** is “SIGNED”.
2. Prior to stamping the document, click the **Document Summary** link, on the Document Processing Toolbar on the left side of the page, to view a summary of the document. The **Document Summary** page will be displayed.

K. DOCUMENT SUMMARY

1. Review the Document Summary.
2. To print the voucher.
 - a. Click on the **Preview Document** link on the Document Processing Toolbar on the left side of the page.
 - b. The browser will launch a new window over the existing window. Use the scroll bar to see the additional pages.

07/16/02		VOUCHER		Voucher: 24-XX032602JD	
PAGE 1 ** Read Privacy Act On Last Page **				TA Num:	
1) NAME: Doe, John .		SSN: 240-00-0001			
ADDR:		PHONE:			
Rosamond, CA		MAIL CD:		24-X	
		ORG:			
DUTY: DFRC		TZ: 9		TITLE:	
RES: Rosamond, CA				SEC CLR:	
HOURS: 8				CARD: INFREQUENT TRAVELER	
Prepared By S Smith XXX-XXXX		Location			
2) FROM TO		TA NUMBER		TA DATE	
03/26/2002				07/13/2002	
03/30/2002				TRAINING	
				SINGLE	
3) GTR/TICKET NO		VALUE		CR CLS	
See Itinerary 1		350.00		DATE FROM TO	
4) ACCOUNTING CLASS CODE		TRIP 3		TRIP 2	
24-RR2-09200000				TRIP 1	
0920000..2121..24.2.8.00.RR.000				614.00	
24-XX2-09200ABC					
0920000..2121..24.2.8.00.XX.ABC					
5) FINANCE OFFICE					
6)NON-REIMBURSABLE EXPENSES					
TOTAL AMOUNT CLAIMED				614.00	
ADVANCE OUTSTANDING		0.00			
ADVANCE APPLIED		0.00		0.00	
NET TO TRAVELER (GOVT)				614.00	
Copyright 1998 Gelco Information Network GSD, Inc.					
I certify that this Voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).				8) VOUCHER NO:	
7) TRAVELER SIGNATURE		DATE		DATE:	
This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).				10) CASH RECEIPT DATE	
9) APPROVED,		DATE		AMOUNT \$	
				SIGNATURE	

Example of page 1 of a Voucher

03/04/02		VOUCHER		Voucher: 99-XX03-26AL	
PAGE 2		** Read Privacy Act On Last Page **		DOE 122-33-0001	

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO					1
DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
03/26/2002		D-Residence, USA			
03/26/2002			AIR	350.00	COMMERCIAL AIR
03/26/2002		A-MONTGOMERY, AL			
03/26/2002			TAXI	20.00	TAXI
03/26/2002			TAXI	15.00	TAXI
03/27/2002			TAXI	15.00	TAXI
03/30/2002		D-MONTGOMERY, AL			
03/30/2002			TAXI	30.00	TAXI
03/30/2002		A Residence, USA			
TOTAL TRANSPORTATION EXPENSES				430.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES						
DATE	ACTUAL LODGING	MEALS ALLOWED	M&IE B L D	P-DIEM ALLOW RATE	OTHER EXPENSES	AMOUNT
03/26	61.00	61.00		28.50 61/38		0.00
03/26					PERSONAL CALLS-DOMEST	5.00
03/26					TIPS FOR TAXI/LIMO	2.00
03/27	61.00	61.00		38.00 61/38		0.00
03/27					TIPS FOR TAXI/LIMO	4.00
03/28	61.00	61.00		38.00 61/38		0.00
03/29	61.00	61.00		38.00 61/38		0.00
03/30	0.00	0.00		28.50 61/38		0.00
03/30					TIPS FOR TAXI/LIMO	2.00
				244.00	171.00	13.00

---(13) COMMENTS:-----
 Voucher due 5 days after completion of your trip.

VERCIV-RATE TBL DATE-02/01/02-Copyright 1998 Gelco Information Network GSD, Inc.

 Exception to SF 1012

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov.

Example of page 2 of a Voucher

22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Example of page 3 of a Voucher

03/04/02	ACCOUNTING DETAIL	Doc No:	99-XX03-26AL
Copyright 1998 Gelco Information Network, Inc.		DOE, JOHN	122-33-0001

ACCOUNTING CLASS CODE	TRIP 1		
COM.CARRIER-			350.00
M&IE-			83.00
PERSON CALL-DOMESTIC			5.00
TAXI/TIPS-TAXI			88.00
99-XX12345	0.00	0.00	526.00
Organization: 99			
1111112345..1234..99.02.42.00.XX.ABC			
LODGING-			244.00
M&IE-			88.00
99-XX54321	0.00	0.00	332.00
Organization: 99			
11111154321..1234..99.02.42.00.XX.ABC			

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES	858.00
NON-REIMBURSABLE EXPENSES	0.00
TOTAL AMOUNT CLAIMED	858.00
GOV'T ADVANCE OUTSTANDING --	332.00
GOV'T ADVANCE APPLIED -----	332.00
	332.00
NET TO TRAVELER (GOVT)	526.00
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER	526.00

Example of page 4 of a Voucher


```
03/04/02      DOCUMENT HISTORY      Voucher: 99-XX03-26AL
Copyright 1998 Gelco Information Network GSD, Inc. | DOE, JOHN      122-33-0001
-----
STATUS      DATE      TIME      SIGNATURE NAME
-----
CREATED      03/04/2002 1:06PM      Susie L. Smith

I certify that the electronic signatures listed above are
valid and on file.

      _____      _____
      SIGNED      DATE
```

Example of page 5 of a Voucher

- c. Use the browser and/or reader **Print** button to print the travel document if desired.

- d. Close the Preview Document window. The **Document Summary** page will be displayed.

Document Summary for Voucher 24-XX032602JD

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

For this Document you can:

User:
Susan Smith

Traveler:
John Doe
Voucher: 24-XX032602JD

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Trip Number 1
Travel Authorization Number

Traveler Details: 240-00-0001, John Doe
Purpose Description: 5 Days training in Montgomery, AL

Itinerary Details: MONTGOMERY, AL 03/26/02 - 03/30/02

Ticketed Trans Details: \$350.00

Expense Details:

Edit	Delete	Date	Expense	Amount
		03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
		03/26/2002	TAXI	20.00
		03/26/2002	TAXI	15.00
		03/26/2002	TIPS FOR TAXI/LIMO	2.00
		03/27/2002	TAXI	30.00
		03/27/2002	TIPS FOR TAXI/LIMO	4.00
		03/30/2002	TAXI	15.00
		03/30/2002	TIPS FOR TAXI/LIMO	2.00
				Total: 93.00


Lodging/M&IE Details: \$171.00

Accounting Details:

Label	Amount
24-RR2-09200000	0.00
24-XX2-09200ABC	614.00
Total:	614.00

Totals Details:

Disbursement Type	Amount
Amount Claimed	614.00

3. The **Document Summary** page summarizes the information on the document. All of the data entered can be viewed from this page. Click on any link within the document to view details. When the document has been viewed for errors, missing data, etc., it can be signed/stamped and routed.
4. In the **Document Status** area, at the bottom of the **Document Summary** page, enter the following to stamp and route the document.
- Check the default **Status to Apply** value. It should be “**SIGNED**”.
 - Click in the **Signature PIN** field and enter the appropriate **PIN**.
 - Click in the **Remarks** field and enter ‘**Prepared for the Traveler**’.
 - Click the  button, on the right of the **Document Status** area at the bottom of the page, to sign/stamp and route the document.
5. The **Pre-Audit Results** page will be displayed.

L. PERFORM PRE-AUDITS

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-AA021102AT-1

Document Preparation

Pre-Audit Results for 24-AA021102AT-1

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-AA021102AT-1
Type: Voucher
Traveler: TRAVELER2, A1
Status: FAIL


For this Document you can:
Justify Pre-Audit Results
Close Pre-Audit Results

Audit Process	Status	Comments
ACCT CODES AUTHORIZED	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
APPLIED ADVANCE	PASS	
APPROVAL BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
AUTHORIZATION EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
COST COMPARISON	PASS	
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
DFLT PMT METHOD USED	PASS	
EXP CAT % VARIANCE	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE AUTHORIZED	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	

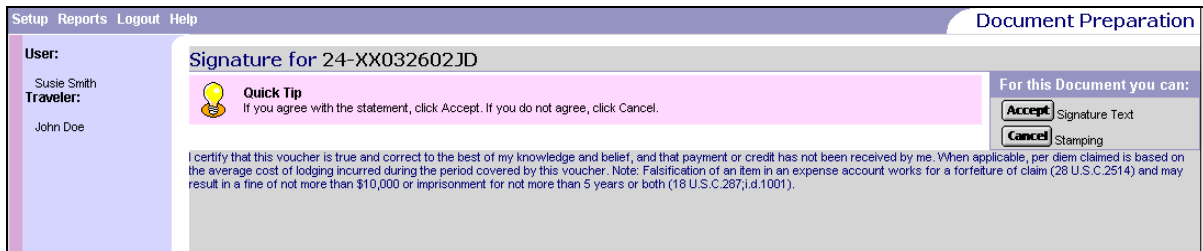
1. Review the **Pre-Audits Results** page that Travel Manager has processed for the Voucher from Authorization.
2. If any audit fails, the word “FAIL” will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A fail may actually be a warning to draw attention to a particular process to ensure the preparer or signer has entered/reviewed the data correctly.


NOTE

Adding expenses to the voucher that were not previously authorized on the authorization may cause an audit failure, which will bring the expense to the attention of the Approver or Reviewer.

*If changes are necessary to the document, click on the  **Pre-Audit Results** button in the ‘For this Document you can:’ area in the top right. The document will not be signed and will not route. The document can be modified.*

3. Click the  **Stamping the Document** button in the 'For this Document you can:' area in the top right. The **Signature** certification page will be displayed.



4. If in agreement with the signature certification statement, click the  **Signature Text** button in the 'For this Document you can:' area in the top right. The document will be routed.

NOTE

If not in agreement, click the  **Stamping** button in the 'For this Document you can:' area in the top right. The document will not be stamped and will not route.

5. Travel Manager displays the **Travel Manager Main Web** window.
6. The traveler must sign the Travel Voucher before routing is initiated. A traveler must be logged into the system in order to sign and stamp the Travel Voucher. The preparer cannot sign and stamp a Travel Voucher for a traveler.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to the Travel Office for retention and audit purposes.

When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message will be sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT).

Preparer will print page 1 of Traveler's Voucher, mark out SSN, attach applicable receipts and back-up documentation, and forward to Travel Office.

M. OPEN DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.

Setup Reports Logout Help

User: Susie L. Smith

Traveler:

Create a New Document

Open Existing Document

Review Documents

Delete Documents

Copy Document

Import Documents

Document Preparation

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name Search

Document Type

Traveler List Click on an entry to select it

Search Results Prev 40 Next 40

Name	EID
DOE, JOHN	122-33-0001

2. Enter one or more characters of the last name of the Traveler and click the **Search** button located to the right of the last name field.
3. Click on the name of the desired traveler from the **Traveler Listing (Open Document)** area. All documents created for that traveler will be displayed in the **Document Search (Open Document)** area on the right.

Setup Reports Logout Help

User: Susie L. Smith

Traveler:

Create a New Document

Open Existing Document

Review Documents

Delete Documents

Copy Document

Import Documents

Document Preparation

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name Search

Document Type

Traveler List Click on an entry to select it

Search Results Prev 40 Next 40

Name	EID
DOE, JANE	122-33-0000
DOE, JOHN	122-33-0001


Document Search (Open Document)

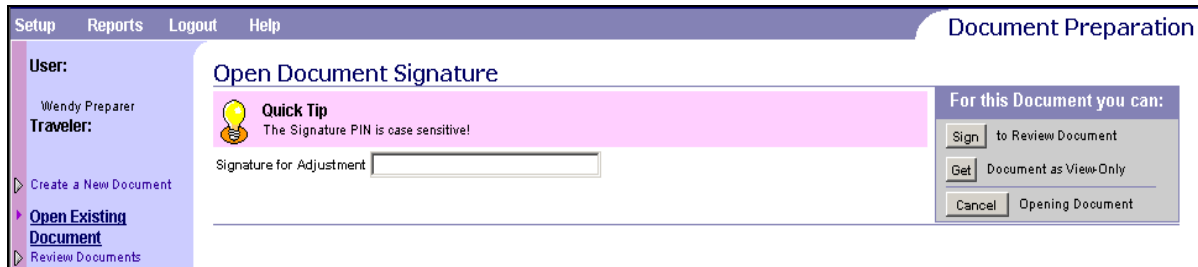
Document List Click on an entry to select it




Traveler: JOHN DOE

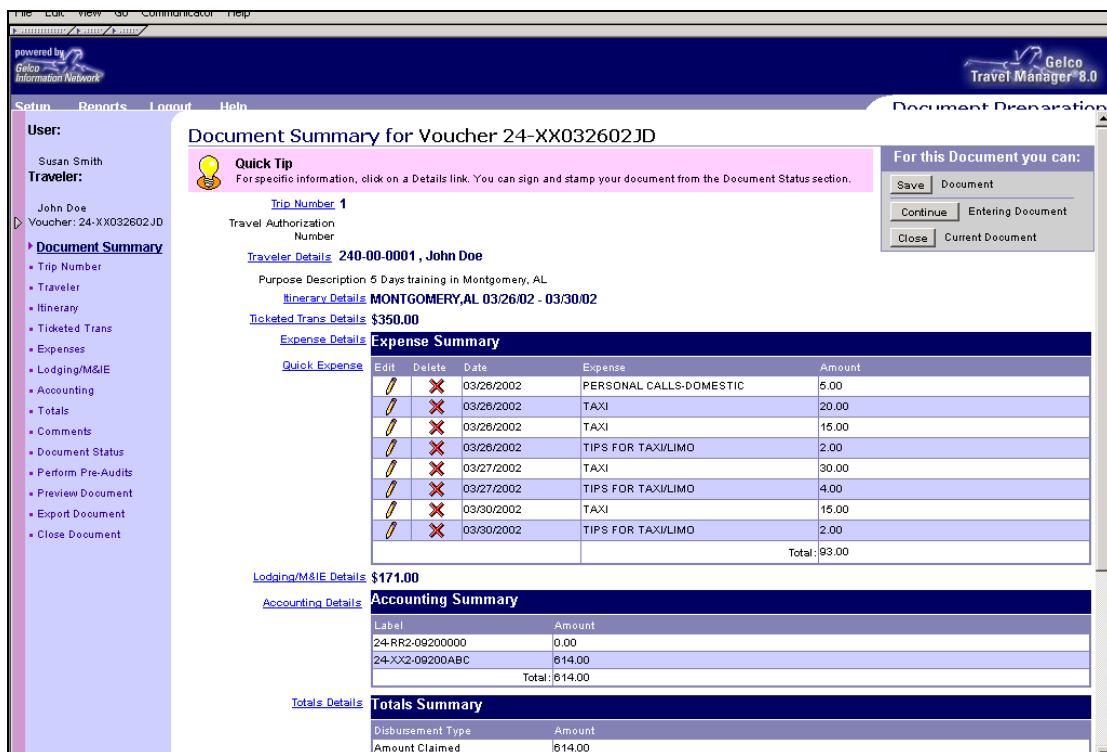
Type	Document Name	Dep Date	Status	In Use
Authorization	99-XX05-13DC	05/13/02	DATA LINK	
Authorization	99-XX04-08DC	04/08/02	SIGNED	
Authorization	99-XX04-08DC2	04/08/02	CREATED	
Authorization	99-XX03-26AL	03/26/02	DATA LINK	
Authorization	99-XX02-11TX	02/11/02	APPROVED	
Authorization	99-XX01-15MA	01/15/02	ADJUSTED	
Local Voucher	99-XX08-24VA	08/24/02	SIGNED	
Voucher	99-XX04-08DC	04/08/02	SIGNED	
Voucher	99-XX04-08DC2	04/08/02	SIGNED	
Voucher	99-XX03-26AL	03/26/02	SIGNED	

- a. Documents that have been created but not routed will have **CREATED** in the **Status** column.
- b. Documents that have been created and are being routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
- c. Documents that have completed processing will have **DATALINKED** in the **Status** column.

4. Click the document icon  for the document created in the previous exercise. The **Open Document Signature** page will be displayed if the traveler has signed the document. If the traveler has not signed the document, the **Document Summary** page will be displayed. Use the scroll bar on the right to view the bottom of the page.



5. The document can be opened one of two ways.
- Enter the appropriate signature PIN and click the  **to Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.
- OR
- Click the  **Document as View-Only** button to open it as view only.
6. If the traveler has signed the document, click the  **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to open the document as view only. The **Document Summary** page will be displayed.



Edit	Delete	Date	Expense	Amount
		03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
		03/26/2002	TAXI	20.00
		03/26/2002	TAXI	15.00
		03/26/2002	TIPS FOR TAXI/LIMO	2.00
		03/27/2002	TAXI	30.00
		03/27/2002	TIPS FOR TAXI/LIMO	4.00
		03/30/2002	TAXI	15.00
		03/30/2002	TIPS FOR TAXI/LIMO	2.00
				Total: 93.00

- Click the **Document Status** link, on the Document Summary page, or on the Document Processing Toolbar on the left side of the page, to view the **Status** page for the routing list. The Document History indicates the preparer has signed the voucher. The **Document Routing** indicates the traveler needs to sign the voucher.

Setup Reports Logout Help

Document Preparation

User: Susie Smith
Traveler: John Doe
Voucher: 24-XX032602JD

Quick Tip: The Signature PIN is case sensitive!

For this Document you can: Stamp and Submit Document, Back, Continue

Status to Apply: SIGNED
Signature PIN:
Remarks:

Document Routing: This is the routing path the current document will take once routed

Name	Status	Level
Doe, John	SIGNED	0

Document History: This is the status history for this document

Date/Time	Status	Name	Remarks
06/30/02,10:59AM PST	CREATED	Susie Smith	
06/30/02,11:20AM PST	SIGNED	Susie Smith	Prepared for the Traveler

- Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.